



OFFICE OF SCHOLARSHIPS AND FINANCIAL AID  
FEDERAL WORK-STUDY  
POSITION REQUEST FORM  
2018-2019 ACADEMIC YEAR

The Department of Education requires that the Federal Work-Study (FWS) program, authorized under the Federal HEA of 1965, complete an annual federal audit. By completing and signing this form below you are confirming that you have read, understood, and will adhere to the [Employer Overview](#) and [Supervisor Guide](#).

EMPLOYER INFORMATION	
Department:	Supervisor Name:
Supervisor Phone:	Supervisor Email:
HR Representative Name:	HR Representative Phone:
HR Representative Email:	

POSITION INFORMATION
FWS Position Type:  Lab Assistant I \$8.50 - \$10.00/hr Lab Assistant II \$10.00 - \$12.00/hr Student Assistant I \$8.00 - \$9.50/hr Student Assistant II \$9.50 - \$11.00/hr Technical Assistant I \$8.50 - \$10.00/hr Technical Assistant II \$10.00 - \$12.00/hr Tutor \$10.00 - \$12.00/hr Undergrad Research I \$8.50 - \$10.00/hr Undergrad Research II \$10.00 - \$12.00/hr
Number of FWS Students Requested:
Duties and Responsibilities:

Signature:
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